

To: Robert Howarth[robert_howarth@ios.doi.gov]; Juliette Lillie[juliette_lillie@ios.doi.gov]
From: Cafaro, Cindy
Sent: 2018-04-25T15:36:49-04:00
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Subject: Fwd: [EXTERNAL] FW: This Week @ EPA - April 23, 2018
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[image013.jpg](#)

FYI.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

----- Forwarded message -----

From: Gottesman, Larry <Gottesman.Larry@epa.gov>
Date: Wed, Apr 25, 2018 at 3:26 PM
Subject: [EXTERNAL] FW: This Week @ EPA - April 23, 2018
To: "cindy_cafaro@ios.doi.gov" <cindy_cafaro@ios.doi.gov>

From: This Week @ EPA
Sent: Monday, April 23, 2018 12:16 PM
To: This Week @ EPA <epanews@epa.gov>
Subject: This Week @ EPA - April 23, 2018



April 23, 2018

Banner photograph taken by Stephen Forostiak, Region 6, in Warminster, Pennsylvania.

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Senior Leadership Message



Colleagues,

I am pleased to announce the creation of a new National Freedom of Information Act (FOIA) Office at EPA. FOIA program staff from the Office of Environmental Information and the staff from the FOIA Expert Assistance Counsel (OGC) into OGC. OGC's General Law Office will continue to provide legal counseling to the FOIA appeals, and handle FOIA litigation for the agency. The reorganization will create efficiencies and improve the program. Neil Bigioni, Deputy Regional Counsel in Region 3, is serving as the Acting Director of the new National FOIA Office until he can fill the position permanently.

The creation of a National FOIA Office is a critical part of a multi-pronged approach to improve FOIA processing. This is a Strategic Measure to reduce the backlog and meet statutory deadlines for responding to FOIA requests. OGC is making a Lean effort to improve FOIA processing. Stay tuned for more information.

Matt Leopold

General Counsel

Hot Topics



Earth Day Messages

In case you missed it, please take a moment to read [Administrator Pruitt's Earth Day message](#) to EPA Staff.

Also, you can read the [2018 Presidential Message on Earth Day](#).

Learn about EPA's history related to Earth Day on the [EPA Earth Day site](#).



Andrew Wheeler sworn-in as EPA deputy administrator on Friday, April 20.

EPA's new deputy administrator took the oath of office on Friday, April 20. Please see his [official biography](#) to learn more about Deputy Administrator Wheeler. Below are a few pictures from his oath of office ceremony.



Thank you, EPA administrative professionals: It is Administrative Professionals

Say a big thank you to the administrative professionals working in your office this week — show appreciation

Administrative professionals help keep the agency running by organizing our calendars, managing our travel, purchasing items for the office, among other things. We appreciate administrative professionals' contribution and craft.

Happy Administrative Professionals Week!

Released: 2018 Environmental Justice Progress Report

The Office of Environmental Justice (OEJ) released its [annual Environmental Justice Progress Report for FY](#) commemorates the 25th anniversary of OEJ and highlights the agency's progress towards advancing environ

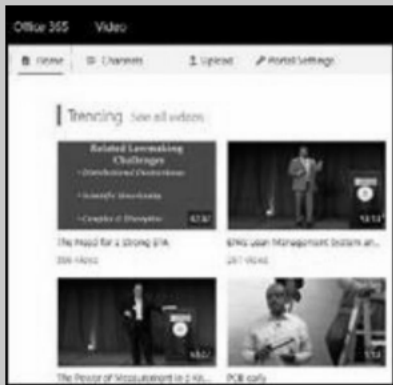


An overarching focus of the report is demonstrating tangible results in indigenous communities by:

- **Delivering quantifiable environmental outcomes**, including a measure that shows low-income populations. National Ambient Air Quality Standards for Fine Particle Air Pollution (PM_{2.5}) increased from 43 percent to 92 percent in 2014-2016.
- **Delivering quantifiable environmental outcomes**, including a Fine Particle Air Pollution (PM_{2.5}) Standard. Efforts that expand EPA's partnerships with state, local, and tribal governments, along with other federal agencies.
- **Upholding the rule of law and fair process**, including enforcement actions that reduce, treat, or eliminate environmental concerns.
- **Building community capacity** through the National Environmental Justice Advisory Council, direct engagement with EPA, and regional engagement.

The report provides but a few of the accomplishments achieved last fiscal year. Many of the examples provided demonstrate EPA's long-standing commitment to environmental justice. Thank you to everyone who made these results possible and more progress for more communities next year.

Office 365 Video App approved for EPA internal video hosting



The Office 365 Video App is the new internal EPA video hosting platform! The app allows you to upload videos and share content with your colleagues. Once uploaded, the videos can be embedded into web pages on the intranet. Each program office and region will have a unique channel to share video messages from senior leadership, training, and videos about your work.

The Office of Multimedia will work with the communications or public affairs director from each program and application. Coordinate with your [communications or public affairs director](#) to learn how to use this new app (or a video channel).

Please note that you will need to maintain copies of all your video files as required by the EPA records policy. In addition, if you have video content that is subject to a litigation hold or other legal preservation requirement, [Counsel](#) to determine how to best preserve the information.

Get creative and start using the new app to highlight and share your success stories with your colleagues!

ELMS Update

As recently mentioned in this space, the EPA Lean Management System (ELMS) team is in Region 7's office for training for the first time. On Monday, the team will provide instruction to regional staff members who will support regional deployment. During the rest of the week, the new regional trainers and ELMS staff will work together about how to use ELMS. By the end of the week, each unit should have a first draft of their work flow board. Darwin will meet with Region 7 the leadership team to discuss with them the expectations of leaders in each unit forward to working with your office soon! To learn more about ELMS, please visit [our site](#).

Key Dates

Video



Click on each event below to get more details.

Click on the “Add to Calendar” button to add an event to your Outlook calendar.

If you see a log-in screen, please click on your EPA email, or if prompted, enter your email and network password.

This week:

April 24: [Online Environmental News Sources on EPA Desktop Library](#) 

April 26: [Retirement: Are You Prepared? webinar](#) 

April 28: [National Prescription Drug Take Back Day](#) 

Coming soon:

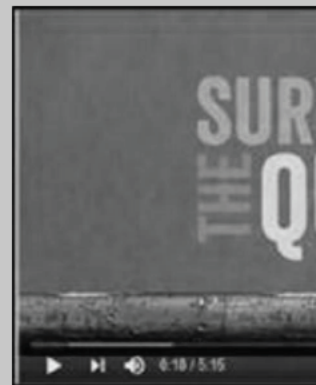
May 10: [Federal Benefits as a New Employee, and the Years that Follow webinar](#) 

May 15: [Preparing for Financial Emergencies webinar](#) 

May 31: [Protecting Your Retirement for Singles and Self Plus One Individuals webinar](#) 

Surviving the Quake: Building earthquake resilience

This animated video, *Surviving the Quake*, shows how earthquakes can cause water and wastewater treatment plants and medium utilities, this awareness video is for water utility managers and funding agencies. The video is part of the *Build Earthquake Resilience and Point of View* Earthquake Resilience Guide and Earthquake Resilience Toolkit. For more information about building earthquake resilience for water utilities, please go to EPA's [Water Utility Resilience](#) “Build Earthquake Resilience.”



Total v

Health & Wellness

Get a good night's sleep

IT

OneDrive Challenge: 3



According to the Centers for Disease Control and Prevention, more than one-third of Americans report that they occasionally do not get enough sleep. In addition, the National Institutes of Health estimates that 40 million Americans have sleep disorders. Insufficient sleep is linked to health complications, including chronic diseases such as diabetes, heart disease, obesity, and depression.

Most adults need seven to eight hours of sleep each night. To get a good night's sleep:

- Adjust your bedtime to get at least seven hours of sleep.
- Ensure that your bedroom is quiet, dark, and comfortable.
- Avoid large meals and alcohol prior to going to sleep.
- Reduce your caffeine intake, especially later in the day.
- Manage your stress levels.
- Avoid rigorous activities (e.g., working out) in the evening.

For more information, please visit the EPA intranet's Stress site.

Last week, we introduced



Challenges that will be designed these challenges

This week's challenge up OneDrive and synci

The prize?

- It's now *really easy* to save or open files.
- Your coworkers and m prowess.
- If your name is drawn, award from the friendly C (OEI) Customer Adoption

Congratulations to Elena Larse
Enid Chiu (Region 3) for winning
Great job!

We would love to hear your feedback about this newsletter. Please contact us at: internalcomms@epa.gov | <http://intranet.epa.gov/internalcomms>

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